



# Office of Civil Rights & Wage Enforcement



## DEPUTY DIRECTOR

**Office of Civil Rights & Wage Enforcement** is seeking a Deputy Director to assist driving the day-to-day operations of the Office of Civil Rights & Wage Enforcement (OCR/WE).

The Deputy Director will lead and supervise direct report Agency personnel. He or she will assign, review and evaluate work product. The Deputy Director will approve staff performance plans, prepare and administer performance evaluations as well as provide coaching, counseling and development guidance. She/he will assist with hiring, terminations, reduction-in-force, promotions and other applicable staffing decisions in coordination with the Director. There is a significant amount of redesigning and developing of the agency's infrastructure and effectuating reform. The Deputy will be instrumental in co-steering the development, implementation and management of effective programs, practices, electronic systems and tools embodying contemporary process design, enhancements and/or realignments to build workforce capacity to meet current and future agency needs. The position may require interaction with the media. The Deputy will be expected to create and deliver high-level presentations with respect to strategic initiatives and business affairs. In addition, he/she may direct and/or manage the agency's fiscal/budgetary needs and requirements; approve and monitor expenditures; develop grant proposals; and determine fiscal priorities in collaboration with the Director.

### **Qualifications:**

A Bachelor's degree required from an accredited college or university and 6 years of experience in related professional-level administrative, operations, or technical work. J.D. or Advanced degree in or related field and minimum 2 years management experience, preferred.

### **Skills & Abilities:**

- Demonstrated skill in orchestrating and managing large scale change initiatives
- Outstanding problem solving, critical thinking and deductive reasoning skill
- Ability to gather, analyze, interpret complex data and make sound, outcome-based decisions
- Significant time and project management skills
- High level of integrity, discretion and ethics
- Ability to assess complex situations amid ambiguity and make viable recommendations
- Experience preparing and writing grants
- Ability to spearhead new technology initiatives
- Exceptional organizational skill and attention to detail
- Excellent verbal, written and oratory skill
- Ability to build and maintain professional relationships with diverse and prominent populations
- Ability to consistently and effectively manage competing, conflicting, shifting and immediate priorities
- Demonstrable Thought leadership in navigating challenges and obstacles
- Exceptional leadership skill and acumen in navigating people and managing productivity
- Expertise in policy, practice and/or procedure review, interpretation, development to ensure program efficiency and compliance with City, State and Federal laws and regulations.
- Ability to direct the preparation of complex program budgets, compile and analyze budgetary data, write budgetary reports and recommend the approval or disapproval of budgetary proposals.

### **Compensation:**

Commensurate with experience.

**To Apply:**

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position by April 18, 2016 to:

Kisha A. Brown, Director  
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[www.baltimorecity.gov](http://www.baltimorecity.gov)

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